



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	SUPERVISING ENGINEER
Posting Number	PN# 107085
Department	Department of Public Works & Engineering
Division	Engineering and Construction Division
Section	Construction Branch
Reporting Location	611 Walker*
Workdays & Hours	M - F, 8 a.m. - 5 p.m.*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Supervises, coordinates, and manages a variety of construction activities and personnel to implement assigned projects included in the City's Capital Improvement Plan (CIP). Establish goals, develops and evaluates performance, provide technical analysis and develop solutions for the section. Define objectives, evaluate proposals and make recommendations for projects. Prepare and review contracts, supplemental agreements, supplemental appropriations, change orders, request for information, reports, plans, specifications and design standards, and Request for Council Action. Conduct on-site project inspections and investigations. Responds to inquiries by department, consultants, agencies and the general public. Coordinate projects and provides all necessary information to upper management. Negotiate contracts, evaluate bids, and recommends contract awards and oversees the design and/or construction administration of projects. Interface and coordinate with public and other City of Houston departments and divisions. Will serve as Project Manager to manage or lead multiple construction contracts for CIP Projects.

WORKING CONDITIONS

Requires the ability to communicate effectively, both orally and in writing. Will require standing, walking, and include whatever means necessary to climb stairs and the ability to perform and negotiate field hazards.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor Degree in Engineering with a preference in project management, construction management, geotechnical, environmental or a related field.

MINIMUM EXPERIENCE REQUIREMENTS

Six (6) years of active practice in project management, construction, construction management, design, geotechnical, environmental or a closely related field, with two years as a licensed Professional Engineer, are required.

MINIMUM LICENSE REQUIREMENTS

Requires license as a Professional Engineer in the State of Texas.
A valid Texas Driver's License and compliance with the City of Houston's policy on driving (A.P.2-2).

PREFERENCES

Preference will be given to applicants with experience in design, construction and project management skills. Strong communication skills, decision oriented, problem solving attitude and computer skills will be preferred.

SELECTION/SKILLS TESTS REQUIRED None

SAFETY IMPACT POSITION ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidates' qualifications as well as the pay rates of other employees in this classification. The salary range midpoint unless we intend to offer the maximum.
Salary Range - Pay Grade 29

\$2,639 - \$2,884 Biweekly \$68,614 - \$74,984 Annually

OPENING DATE October 12, 2005

CLOSING DATE Open Until Filled.

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, Garden Level. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** Our Telephone Device for the Deaf (T.D.D.) Phone Number is (713) 837-9471.

An equal opportunity employer